

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM  EMERGENCY/HOMELESS SHELTERS POLICY & PROCEDURE MANUAL	ISSUED  6/1/02	REVISED  4/09	CHAPTER  7	SECTION  7.6
CHAPTER Chapter 7. Meal Pattern		SUBJECT Meals Not Provided/Prepared by Shelter			

To claim reimbursement for a meal, the shelter must supply all of the CACFP meal components. **Food provided from other sources or by parents cannot be counted as fulfilling the CACFP required components.** If the parents provide an additional (extra) food for a meal or snack and the shelter provides the required meal components, then the meal may be claimed. It is strongly recommended that the required components be served before any additional or extra foods are offered.

#### Example

Johnny Doe's mother brings cookies to the meal or snack to help celebrate his birthday. The shelter serves the cookies and milk for the snack. This snack cannot be claimed because the shelter did not provide the two required components. The shelter could serve fruit and milk and then offer the cookies that the parent provided and claim the snack for reimbursement.

Meals purchased at a fast food establishment or restaurant may not be claimed for reimbursement when served to children. Meals "packed" at the shelter and sent with a child to eat at another location, without the supervision of shelter personnel, are not eligible to be claimed for CACFP reimbursement. Picnic meals (served off shelter grounds) provided by and supervised by shelter personnel can be claimed, however, care must be taken to assure that potentially hazardous foods are kept at temperatures below 41 degrees.

The Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition Assistance (MDHSS-BCFNA) understands that shelters may receive food that is donated from the community. For example: Pizza Hut donates 15 pizzas. The shelter may serve the pizza as part of the required meal pattern and claim the meal for reimbursement as long as the served portion of meat/meat alternate provided by the donated food (pizza) can be documented and the meal is served in a congregate setting at the shelter.

#### **Exceptions to this provision are made:**

- When the parent supplies CACFP approved iron fortified infant formula and has rejected the formula offered by the shelter. In these instances, the infant meals may be claimed until the infant is seven months old. After seven months of age, the Shelter must provide the iron fortified infant cereal and all other solid foods (baby foods) as the infant is developmentally ready. Review the Infant Meal Pattern for meal component requirements.
- When it is necessary for a parent to supply a very specialized formula for medical reason, then the meal may still be claimed for reimbursement if the provider supplies at least one required meal component. A written medical statement is required. See Section 7.5 for medical statement requirements. (Source: FNS Inst 784.3)